

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0227133**

Date Posted: **10/22/12**

POSITION NO: **201842**

Closing Date: **11/02/12**

CLASS CODE: **1419**

POSITION TITLE: **Human Resources Technician**

DEPARTMENT NAME: Department of Personnel Management

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Mon - Fri Permanent: ☒ SALARY:

Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: \$ 26,956.80 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established policies and procedures; performs specialized technical tasks, such as entering confidential applicant and employee information in the Human Resources Information System (HRIS), ensuring the accuracy and completeness of all information; responds to inquiries regarding status of personnel actions, and policies and procedures; monitors and prepares necessary documents for conversion of new hires to regular status upon successful completion of introductory period, when necessary. Logs in Personnel Action Form's into PAF database. Enters and verifies pay rate changes, transfer and termination. Maintains confidentiality of decisions, actions and recommendation; may participate in the development and recommendation of operating policy and procedural improvements; uses discretion when requested to disclose confidential personnel information on applicants and/or employees. Prepares statistical reports; attends meetings, training and conferences; may assist in other areas of the DPM to expedite the processing of employment documents.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by 6 to 12 months of specialized training in general office procedures; and

Experience:

three (3) years responsible office support experience in a human resources/personnel office; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of: Navajo Nation human resources policies and procedures, various benefits options available to employees, computer software, database and spreadsheet applications; skill in: preparing a variety of records, reports and correspondence using appropriate format; communicating effectively both orally and in writing; applying judgment in the release of confidential information, and maintaining filing and records systems. Ability to interpret and analyze informational needs and provide technical advice and guidance on HR actions and processes. Must be proficient in Microsoft Word, Excel, Power Point and FilemakerPro.

License/Certification Requirements:

Must be able to take required test and obtain required certification for access to JDEdwards HRIS/FMIS.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99